

MEMORANDUM
#03-05

TO: Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: August 1, 2002

SUBJECT: INFORMATION CONTACTS

Since customer service is a top priority at the Division of Accounting, we are committed to answer your questions and concerns promptly and professionally. Please utilize the following contact list for areas of expertise when processing accounting information.

<u>Employee</u>	<u>Area of Expertise</u>	<u>Telephone</u>
Lewis Brooks	Training coordination	744-1039
Linda Davis	Payroll kickers	744-1055
Phyllis Jurczak	1099s, Financial reporting, Accounting policy and procedures	744-1052
Jackie Keel	OMS processing and training	744-1043
Van Link	DFMS transactions processing	744-1056
Greg Martin	Installation of OMS	744-1041
Jerry Minner	DFMS report distribution	744-1062
Shelley Stanley	PNC credit card	744-1042
Becki Surguy	GAAP, GASB-34, CAFR	744-1050
Bonnie Thompson	DFMS transactions processing	744-1053
David Walls	Fixed Assets	744-1040
PHRST	Payroll help desk	739-8066 option 3
DFMS forms		744-1035
Division of Revenue	Business and personal taxes, Business licenses, etc	744-1085
Louisa Howard and Marietta Stokes	Check Services section within the Office of the State Treasurer	739-1021 739-1022

